

Phoenix Program
Process Definition – Accounts Receivable

Process	<i>Refund of Prior Year Expense</i>
Process Number	<i>AR – 014</i>

Description of Process

Accounts Receivable receives a check that is refunding a prior year expense payment. The deposit is entered as Regular Deposit and Direct Journal. On the Direct Journal the Surplus Account (39xxxx) should be credited and Budget Year should be 1999. The remaining chartfields should be entered using appropriate values.

Once the transaction has been posted in the General Ledger, a journal voucher needs to be done to the FEDS Ledger (if applicable to the Agency) and GAAP Actual Ledger to DEBIT Surplus and CREDIT Expense Accounts.

Input to Process

Refund check received by AR

Output of Process

Surplus Account credited to prior budget year

Service Level Agreement Required? (if yes, provide a brief description)

N/A

PeopleSoft Panel Groups being Used

Function	Panel Group
Apply Payments / Use	Regular Deposit Entry
	Direct Journal Entry
	Accounting Entries

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Business Process Description

Process Description	Responsibility (Agency/Centralized)
<u>Step 1 Deposit Dialog Box</u> Enter Business Unit and a Deposit ID or accept "Next" as the Deposit ID and system will automatically assign.	Agency
<u>Step 2 Complete information on Deposit Control Panel</u> Accounting date will default to today's date, but can be modified as needed as long as it remains in open period. Choose appropriate Bank. Enter control total amount and number.	Agency
<u>Step 3 Payments Panel</u> Enter a Payment ID and amount. Check on Direct Journal.	Agency
<u>Step 4 Group Action</u> Enter all chartfield values including (Account = Surplus and BY = 1999).	Agency

Forms Used with Process (#)

**Attach sample form(s)

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Process Flow Diagram (if appropriate):

Process Signoff

Tested By
Date Tested